



County Party Vice-Chair Job Description

Objectives: Support the internal structures of the county party such that the county party fulfills on its vision for party growth and development. This may include:

- Working with internal committees, other county parties, the state party, or other external entities to foster communication and collaborate to further Democratic values and leadership in Denver County
- Actively participate in the ongoing development of strategic vision and planning for the county party
- Forward get-out-the-vote efforts
- Foster inclusiveness and diversity within the county party
- Represent the Democratic Party of Denver in the community

Duties:

- Carryout all duties as outlined in the Rules, in coordination with the County Party Chair: (a) assist the Chair in all duties, (b) preside at any meeting of the Central and Executive Committees in the absence of the Chair, and (c) perform other duties as requested by the Chair.
- Always be prepared to facilitate meetings in the Chair's absence
- Serve on the state executive committee and state central committee, as well as on local vacancy committees as appropriate
- As needed, may be expected to respond to media requests, in the event that the County Party Chair (or other press support) is unavailable
- Serve, as agreed upon with the Chair, as the person accountable for various internal committees within the party that are designed to further the strategic direction of the Party.
- Provide support to House District, Senate District, and sub-district leaders in Denver County
- Help find and support future candidates
- Assume other tasks, projects and responsibilities as necessary for your county or within the State Party, in agreement with the County Party Chair

Ideal Qualifications:

- Able to manage, lead, and speak to large groups of people (groups/meetings may range in size from 3 people to 400 people on average)
- Experience responding to media inquiries
- Strong organizational skills
- Excellent time management skills
- Excellent communication skills
- Demonstrated ability to develop and implement strategic plans
- Willingness to continually learn and develop self and skills while serving in this position
- Excellent management skills – ability to delegate to and empower others in order to create a sense of team and community.

Time Commitment:

- Monthly Executive Committee meetings
- Monthly County Officer meetings –
- Respond to email or telephone calls as needed –
- Attend all other annual meetings such as Central Committee meetings, State Central Committee meetings, caucuses, conventions and assemblies.
- Ongoing work at the direction of the Chair